

# **PROGRAM STATEMENT**

## **FY 2021 Shore and Harbor Planning Grant Program**

**Issued by:**

Maine Department of Marine Resources  
Maine Coastal Program  
21 State House Station  
Augusta, Maine 04333  
May 7, 2020

**PROPOSAL DUE DATE: MONDAY JUNE 22<sup>nd</sup>, 5 p.m.**



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## **SECTION 1. BACKGROUND**

Created in 1978, the Maine Coastal Program (MCP) is a federal, state, local partnership under the Coastal Zone Management Act of 1972 and one of 34 coastal programs nationwide. Maine's program works in partnership with other state agencies, municipalities, regional and other organizations, with the Maine Department of Marine Resources (DMR) serving as the lead agency. More information about the Maine Coastal Program can be found at:

<http://www.maine.gov/dmr/mcp/index.htm>

### **1.1 Eligibility**

Those eligible to apply for a Shore and Harbor Planning Grant include towns and unorganized townships in Maine's coastal zone, groups of towns/townships in Maine's coastal zone; coastal Regional Planning Commissions; and coastal Councils of Government. Partnerships are encouraged and those proposals documenting strong partnerships that further ensure the success of the project are strongly encouraged. Towns and townships in Maine's coastal zone are listed in the appendix to this Program Statement. You can also access the list and a map here:

<https://www.maine.gov/dmr/mcp/about/coastal-zone-map.htm>

Coastal Regional Planning Commissions and coastal Councils of Government are defined as having some or all of their geography within the Maine coastal zone. Note, however, that funds from this grant program can only be used for projects in the coastal zone.

### **1.2 Grant Size and Duration**

The Maine Coastal Program plans to allocate approximately \$120,000 during this grant round. The maximum award is \$30,000 and the minimum award is \$5,000. Grants are anticipated to be awarded in July 2020. Projects must begin by late summer 2020 and be completed by December 31, 2021.

### **1.3 Cancellation Notice**

The Department of Marine Resources reserves the right to cancel this Program Statement at any time.

### **1.4 Final Action**

Awards made through this program are considered final and are not subject to internal agency appeal. Any person aggrieved by a decision may pursue judicial review according to the provisions of 5 MRS §§ 11001 – 11008 within 30 days of the agency decision.

### **1.5 Contact information**

Questions about this Program Statement should be posed in writing to [Kathleen.Leyden@maine.gov](mailto:Kathleen.Leyden@maine.gov)

## SECTION 2. GRANT PROGRAM DETAILS

### 2.1 Description

Shore and Harbor Planning Grants promote: sound waterfront planning and harbor management, balanced development of shore and harbor areas, planning for waterfront infrastructure improvements, planning for climate resiliency and access to the shore. Funds may be used for development of plans for waterfront facilities and amenities, harbor and mooring plans, waterfront vulnerability assessments and resiliency plans, development of regulatory and non-regulatory approaches to waterfront conservation and improvement, development of planning studies for public and working access, development of plans and designs for harbor improvements, and development of management plans for municipal waterfront facilities.

A list of potential projects is provided below. Projects are not limited to those listed below, but instead presented as guidance.

1. Harbor Planning (in particular, to implement recommendations consistent with municipal comprehensive plans), including – Development of harbor management plans, creation of harbor ordinances, preparation of mooring plans, with attendant databases and mapping support, data collection, data base development, and analysis activities needed to support harbor management, harbor traffic control and safety planning.
2. Planning and Design of Harbor Improvements – Integration of public access with waterfront development to preserve unique natural, cultural, and village assets that contribute to sustainable development and tourism infrastructure. Planning and design of facilities and improvements for public and working access, dredging studies (non-federal, and for federal match), support for research and demonstration of new materials and techniques for ramps, piers and wharfs, floats, and moorings. Development of vulnerability assessments, resiliency plans or resiliency strategies to address the impact of coastal storms and flooding on waterfront infrastructure. Planning and design of improvements to existing and aging infrastructure to increase storm resiliency and lengthen the design life of the facility.
3. Municipal Facilities Management Plans – Management and business plans for operations of municipal fishing piers, marinas, and water access sites and facilities, development of related rules and ordinances, creation of model or standardized lease arrangements for municipal use.
4. Working Waterfront Planning and Improvement Projects – Initial project planning, feasibility and design work.
5. Right of Way Rediscovery Projects – Research to help communities find and assert public rights-of-way to the shore. Funding provided under this category can be used for deed and legal research and property surveys.
6. Valuation of Waterfronts - Research to help communities and regions identify and quantify the socio-economic value of harbors and working waterfronts.

Applicants are encouraged to consider projects that contribute to multi-town or regional planning and resource management efforts such as addressing shared bay-wide harbor management and use issues, enhancing efforts to acquire and/or secure public recreational and working access to tidal waters, supporting marine resource management activities, advancing strategic land conservation planning efforts, and contributing to waterfront develop efforts for public access..

## **2.2 Minimum and Maximum Award Amounts; Eligible Uses of Funds**

The minimum grant award is \$5,000 and the maximum award is \$30,000.

Eligible uses of funds include project personnel and fringe; contractual; supplies; minor equipment, travel, other and indirect.

These funds may not be used for capital improvements, permit fees, or to support ongoing staffing needs of the applicant organization.

## **2.3 Match**

A non-federal match, equal to 25% of total project cost is required. The project match can include cash and/or the documented value of in-kind services. Towns will be required to provide verification of match during the award period.

## **2.4 Proposal Guidelines and Required Format**

Proposals exceeding ten pages in length exclusive of an appendix will not be accepted. See “F” below for guidance on the appendix.

Project applications should include the following sections and information:

### **A. Cover Sheet (or cover letter) including the following:**

- Project Title
- Town or region covered
- Grant request amount
- Total Match
- Project Manager and contact information
- Project partners/supporters
- Project start and end dates (month and year)
- Project summary statement (3-5 sentences)

### **B. Executive Summary**

Provide a concise summary of the project, methods used to complete the project and deliverables produced. Length should not exceed one or two brief paragraphs

**C. Project Description**

Explain the need (problems and issues) for the project and proposed use of the grant award. This section should cover project steps and tasks, a description of what will be done and how and by whom, and the expected project outcomes and deliverables.

The Project Description must also document, if applicable, how the applicant considered current floodplain maps and projected sea level rise for the project location using information from the Maine Geological Survey website, <https://www.maine.gov/dacf/flood/mapping.shtml>

**D. Project Schedule**

This section should include a project schedule covering planned phases and tasks, including projected completion dates. The project duration may not extend beyond December 31<sup>st</sup>, 2021.

**E. Project Budget**

Include a detailed budget for the funds requested using the three budget tables below. If this funding is part of a larger package of funding needed to complete this project, please indicate the source of the remaining funds and the status (e.g. “requested”, “in hand”).

**Table 1 Personnel Expenses (Grantee staff only)**

| Position Name & Title | Hourly Rate | Number of Project Hours | Salary & Fringe | Total Grantee Personnel Expenses |
|-----------------------|-------------|-------------------------|-----------------|----------------------------------|
| 1.                    |             |                         |                 |                                  |
| 2.                    |             |                         |                 |                                  |
| 3.                    |             |                         |                 |                                  |
| Totals                |             |                         |                 |                                  |

**Table 2 Budget Estimates by Cost Category**

| Cost Category   | MCP Grant | Non-Federal Match | Total Cost |
|-----------------|-----------|-------------------|------------|
| Personnel       |           |                   |            |
| Fringe Benefits |           |                   |            |
| Travel          |           |                   |            |
| Equipment       |           |                   |            |
| Supplies        |           |                   |            |
| Contractual     |           |                   |            |
| Other (specify) |           |                   |            |
| Indirect        |           |                   |            |
| Totals          |           |                   |            |

**Note:**

1. MCP will not accept proposals with less than 25% non-federal match.
2. If indirect is being requested, please include an explanation of how your rate is calculated and applied in the proposal appendix.

**Table 3. Sources and Types of Match**

| Source of Match | Cash | In-Kind | Total |
|-----------------|------|---------|-------|
| 1.              |      |         |       |
| 2.              |      |         |       |
| 3.              |      |         |       |
| <b>Total</b>    |      |         |       |

**F. Appendix** including 1) resumes of key project and administrative staff, consultants and partners; 2) letters of support from all project partners, 3) pertinent maps or other essential (brief) supporting documents, 4) if indirect is requested, an explanation of indirect rate calculation and how it is applied.

## 2.5 Selection and Award Process

An evaluation team, comprised of qualified reviewers assembled by MCP, will judge the merits of the proposals received in accordance with the criteria below:

- Cost effectiveness (25 points)
- Evidence that the proposed project will make measurable improvements in waterfront accessibility and enjoyment, reduction in user conflicts, effective management, public and commercial access to the shore and resiliency of waterfronts in light of current and anticipated storm surge, flooding and sea-level rise (25 points)
- Quality of proposal; project feasibility and readiness (20 points)
- Applicant and subcontractor qualifications, capacity and past performance on Maine Coastal Program grants (15 points)
- Consistency with, and contribution to local and regional efforts and priorities (15 points)

Notice of an award or non-award are expected to be sent by the end of June 2020 and awards will be finalized at the end of July 2020.

## 2.6 Proposal Deadline and Submission

Proposals are due by 5 p.m. on Monday, June 22<sup>nd</sup>, 2020. Electronic submittals are encouraged, but hard copies can also be mailed or delivered. Faxed proposals will not be accepted. Proposals emailed after 5 p.m. or hard copies received after 5 p.m. will not be accepted. Please plan ahead, MCP assumes no responsibility for delays caused by any package or mail delivery service or for internet outages.

Electronic submittals should be sent to [amy.sinclair@maine.gov](mailto:amy.sinclair@maine.gov) with ‘Shore and Harbor Grant Application’ in the subject line.

Sealed hard copy proposals must be clearly marked with the applicant's return address and the notation: "Shore and Harbor Grant Application". Hard copies of applications are to be mailed or delivered to: Amy Sinclair, Maine Department of Marine Resources, 21 State House Station (mailing address), 32 Blossom Lane (physical address), Augusta, ME 04333

For questions and additional clarification please contact Kathleen Leyden in writing at [kathleen.leyden@maine.gov](mailto:kathleen.leyden@maine.gov) . Please include in the subject line "Shore and Harbor Grants – Questions".

## **SECTION 3. TERMS & CONDITIONS OF GRANT AWARDS**

### **3.1 Grant Agreement**

Grant recipients must enter into a written Grant Agreement with the Maine Department of Marine Resources in the form of a standard State of Maine contract, a template of which is available for viewing at <http://www.maine.gov/purchases/info/forms.html> (form BP54.)

### **3.2 Pre-Award Costs**

The MCP is not liable for any cost incurred by the Grantee or any Grantee subcontractor(s) prior to the contract effective date. The MCP cannot authorize any payments for work completed prior to the effective date of a fully executed grant agreement.

### **3.3 Reporting Requirements**

Semi-annual progress reports and a final report are required. The final report must include all remaining deliverables according to the executed contract.

### **3.4 Non-Federal Matching Funds or Services**

Grantees are obliged to document non-federal matching funds or services contributed to the project. Non-federal match contributions may include:

- Cash contributions, and/or
- In-kind contributions. In-kind contribution is the value of a non-cash contribution to meet a grantee's cost sharing requirements. An in-kind contribution may consist of the value of goods or services, property and equipment or directly benefitting the MCP-funded project.

#### **A. Requirements.**

Non-federal match contributions must be:

1. related directly to tasks in the project work plan;
2. reasonably valued for the work performed and work products produced;
3. conducted during the effective dates of the contract;
4. supported by appropriate documentation;
5. from non-federal sources. Personnel, projects, or services paid with federal funds do not qualify

as non-federal match.

**B. Valuation of In-Kind Contributions**

1. Personnel Time Paid for by Project Partner Organizations: When an employer other than the grantee furnishes free of charge the services for the professional services for an assignment in the employee's area of specialization, the services will be valued at the employee's regular rate of pay, exclusive of the employee's fringe benefits and overhead costs.
2. Donated Supplies: The contribution must be valued at the market value of the supplies at the time of donation.
3. Donated Equipment or Space in a Building: The contribution must be valued at the fair market rental rate of the equipment or space
4. Volunteer Work: Work donated to the project by individuals must be valued at rates consistent with those ordinarily paid for similar work in the grantee's organization. For example, when documenting donated professional services as match, use the amount you would pay the person to do the job for which they are volunteering. If the grantee organization does not have employees performing similar work, the value of donated personnel time must be consistent with those ordinarily paid by other employers for similar work in the area. Maine occupational wage estimates provided by the Bureau of Labor Statistics, U. S. Department of Labor are available at: [http://www.bls.gov/oes/current/oes\\_me.html](http://www.bls.gov/oes/current/oes_me.html)
5. Community participation: This refers to community members attending meetings, workshops and events organized by the grantee for work performed under this grant. MCP will accept the most recent volunteer rate applicable to Maine from the website of Independent Sector at: <https://www.independentsector.org/resource/the-value-of-volunteer-time/>.

**3.5 Travel/Mileage Rate**

The vehicle mileage reimbursement rate is the current rate used by the State of Maine. At the time of issuance of this program statement, that rate is \$0.44 per mile.

## APPENDIX I: MAINE'S COASTAL ZONE

|                    |                               |
|--------------------|-------------------------------|
| Addison            | Georgetown                    |
| Alna               | Gouldsboro                    |
| Arrowsic           | Hallowell                     |
| Arundel            | Hampden                       |
| Augusta            | Hancock                       |
| Bangor             | Harpswell                     |
| Bar Harbor         | Harrington                    |
| Bath               | Isle au Haut                  |
| Beals              | Islesboro                     |
| Belfast            | Jonesboro                     |
| Biddeford          | Jonesport                     |
| Blue Hill          | Kennebunk                     |
| Boothbay           | Kennebunkport                 |
| Boothbay Harbor    | Kittery                       |
| Bowdoinham         | Lamoine                       |
| Bradley            | Lincolntonville               |
| Bremen             | Long Island                   |
| Brewer             | Lubec                         |
| Bristol            | Machias                       |
| Brooklin           | Machiasport                   |
| Brooksville        | Marshfield                    |
| Brunswick          | Matinicus Isle Plantation     |
| Bucksport          | Milbridge                     |
| Calais             | Monhegan Island Plantation    |
| Camden             | Mount Desert                  |
| Cape Elizabeth     | Muscle Ridge Township         |
| Castine            | Newcastle                     |
| Chebeague Island   | Nobleboro                     |
| Chelsea            | North Haven                   |
| Cherryfield        | Northport                     |
| Columbia           | Ogunquit                      |
| Columbia Falls     | Old Orchard Beach             |
| Cranberry Isles    | Orland                        |
| Criehaven Township | Orono                         |
| Cumberland         | Orrington                     |
| Cushing            | Owls Head                     |
| Cutler             | Pembroke                      |
| Damariscotta       | Penobscot                     |
| Deer Isle          | Perkins Township, Swan Island |
| Dennysville        | Perry                         |
| Dresden            | Phippsburg                    |
| East Machias       | Pittston                      |
| Eastport           | Portland                      |
| Eddington          | Prospect                      |
| Edgecomb           | Randolph                      |
| Edmunds Township   | Richmond                      |
| Eliot              | Robbinston                    |
| Ellsworth          | Rockland                      |
| Falmouth           | Rockport                      |
| Farmingdale        | Roque Bluffs                  |
| Frankfort          | Saco                          |
| Franklin           | Saint George                  |
| Freeport           | Scarborough                   |
| Frenchboro         | Searsport                     |
| Friendship         | Sedgwick                      |
| Gardiner           | Sorrento                      |

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South Berwick  
South Bristol  
South Portland  
South Thomaston  
Southport  
Southwest Harbor  
Steuben  
Stockton Springs  
Stonington  
Sullivan  
Surry  
Swans Island  
T7 SD BPP  
Thomaston  
Topsham  
Tremont  
Trenton  
Trescott Township  
Veazie  
Verona Island  
Vinalhaven  
Waldoboro  
Warren  
Wells  
West Bath  
Westport Island  
Whiting  
Winter Harbor  
Winterport  
Wiscasset  
Woolwich  
Yarmouth  
York